



## Office of the Services Commissions

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### **CIRCULAR No. 112** **OSC Ref. C5851<sup>24</sup>**

**3<sup>rd</sup> June, 2026**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Senior Records Management Analyst (PIDG/AR 5)** in the **Ministry of Education, Skills, Youth and Information**, salary range \$4,266,270 per annum.

#### **Job Purpose**

Under the general direction of the Senior Archivist, the incumbent is responsible for overseeing Records Management Analysts, to include planning, organizing, directing and supervising their work to ensure effective/efficient task completion. In addition, this position also guides Records Management policies and procedures in Government Organisations.

#### **Key Responsibilities**

##### ***Administrative:***

- Prepares and monitors the implementation of work schedules for staff in the Government Records Centre;
- Assists with the preparation of the Strategic and Operational Plans and Budget, for the Government Records Centre;
- Ensures the implementation of operational systems, procedures and policy decisions in the enforcement of the Archives Act, its Regulations and other relevant Government guidelines;
- Prepares and submits Activity and other Reports, as requested;
- Represents the Ministry/Department at Government Records and Information Management Meetings and other functions, as directed;
- Assists Government Organisations in administering Access to Information Legislation;
- Superintends the preparation of disposal schedules for submission to the Senior Archivist, for approval by the Government Archivist, and the Archives Advisory Committee.

##### ***Technical:***

- Visits Information Service Centers (Registries) in various Government Organisations to inspect, appraise, evaluate and report on the effectiveness of the retention and disposal programme;
- Participates in the development and preparation of handbooks, manuals and guidelines relating to records scheduling and filing operations;
- Provides advice/support in the area of Records and Information Management, to all levels of records management staff in various Government Institutions;
- Provides technical guidance and assistance to Government Organizations in effecting the systematic transfer of their records to the Government Records Centre;
- Conducts needs assessment and assists with the design, implementation and delivery of training programmes, in areas relating to Records and Information Management for various Government Organisations;
- Keeps abreast of trends and changes in Records Management and recommends/implements their use, where necessary, to enhance the productivity of the Department;
- Assists in appraising records of various Government Organisations according to their values;
- Assesses and determines incoming and existing records in the custody of the Government Records Centre and recommends appropriate method(s) of retention and disposition;
- Responds to enquiries directed to the Government Records Centre.

##### ***Supervisory:***

- Manages the welfare and development of the Records Management Analysts through the development of Work Plans, preparation of performance appraisals and recommendations for learning and development programmes;
- Develops and reviews responsibilities and specifications for Records Management Analysts;

- Provides guidance and support to the Records Management Analysts through coaching, mentoring and training, as needed;
- Provides guidance on the methods and techniques relevant to duties and responsibilities of staff;
- Recommends Sick and Departmental Leave for staff, in keeping with established Human Resource policies;
- Sensitizes staff to the policies of the Ministry and Department and ensures adherence.

**Other:**

- Designs and delivers technical training to staff and other personnel as required;
- Provides technical assistance to other government departments/agencies in the preservation of their records and the recovery and restoration of paper records after a disaster;
- Assists in organizing workshops/public education and outreach programmes to promote the awareness of Records Information Management;
- Performs other related duties that may from time to time be assigned.

**Required Knowledge, Skills and Competencies**

- Knowledge of Government operations, policies and procedures
- Knowledge of Records Management practices, developing trends and procedures systems
- Knowledge of the GoJ Records and Information Management Policy and Programme
- Knowledge of records classification and retention schedule and disposition
- Understanding of the Archives Act, ATI Act, ISO 15489 and generally accepted records management standards
- Integrity/Confidentiality
- Excellent time management skills
- Good oral and written communication skills
- Excellent interpersonal and customer service skills
- Excellent research and analytical skills
- Good judgement, decision-making and problem solving skills
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis
- Proficient in use of computer applications, such as Microsoft Office Suite (Word, Excel, PowerPoint)

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Records/Information Management, Social Sciences or related discipline, from an accredited Tertiary Institution;
- Three (3) years' experience in a records/archives management environment;
- Training in Records Management/Archive Administration;
- Training in Supervisory Management.

**Special Conditions Associated with the Job**

- Will be required to work beyond normal work hours, whenever the need arises;
- On occasions, may be required to work in storage area(s) with dusty files/boxes.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 16<sup>th</sup> June, 2026**, through the Ministry of Education, Skills, Youth and Information's Recruitment Portal at: <https://recruit.moey.gov.jm>

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers**



**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**